

6 SEP 1973

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Director of Planning, Programming and Budgeting

SUBJECT : Seventh Annual Records Management Conference

1. The Seventh Annual Records Management Conference is scheduled for 10, 11 and 12 October 1973 [REDACTED]

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2. Mr. Colby has agreed to open the Conference by presenting his views on the Agency's Records Management Program. He will meet with us from 1400 to 1445 hours on 9 October in the Auditorium. Although the Conference is for records management personnel, you and your senior officers might wish to attend this session with the Director.

3. Panels consisting of members from all Directorates will meet [REDACTED] to review records management procedures for eventual publication in handbook format. In addition, Directorate sessions will be held to discuss internal matters. A representative of the Records Administration Branch will contact your Directorate Records Management Officer requesting his assistance in determining the personnel who plan to attend.

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4. I urge that the heads of your components allow their records management personnel to participate in the Conference activities.

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[REDACTED]

HAROLD L. BROWNMAN
Deputy Director
for
Management and Services

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Seventh Annual Records Management Conference

FROM:

Chief, Information Systems Analysis Staff
2E42 Headquarters

EXTENSION

NO.

DATE

5 September 1973

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDM&S
Harold L. Brownman
7D26 Hqs.

6 SEP 1973

[Signature]

2 - 1

The Records Management Conference Committee is putting the finishing touches on the agenda for next month's conference so this seems the appropriate time to send out the first official announcements. I have drafted two for your signature; one addressed to the Deputy Directors and the other to the DDM&S Office Directors. The content of both are identical. If they meet with your approval, I will arrange distribution after they are signed and returned to me.

2. C. ISAS

[Redacted]

3. 2E42 Hqs.

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